

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1663

OPEN COMPETITIVE EXAMINATION FOR: RECREATION CENTER DIRECTOR

SALARY: \$631.14 - \$858.86 PER WEEK

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

NOVEMBER 22, 2004

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.

2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Plans, implements, coordinates and supervises all recreational programs and activities in a City Recreation Center; develops, plans and coordinates a wide variety of recreation, social and cultural programs and events to meet special needs of the community; demonstrates leadership skills, techniques, and methods or assists others to do so; schedules, assigns and evaluates work of Center staff; trains personnel and evaluates performance; introduces new program activities, materials and equipment to staff; maintains discipline and order and generally assures that all program participants are equally served; establishes and maintains rapport with community, civic and other groups to keep abreast of community interests; interprets recreation services to public and participates in community meetings; prepares and maintains personnel, supply, budget expenditure and other records; prepares requests for materials, supplies and equipment needed for various programs; makes oral and written reports; performs all other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the principles and practices of recreation; ability to plan, organize, implement, coordinate and supervise recreation programs directed to the needs of a minority community; ability to effectively communicate with minority groups and individuals; ability to supervise the activities of assigned staff and recreation participants; ability to develop and maintain positive relationships with the community served.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: B.S. degree in Recreation or related field plus 1 year experiences working at the level of a Recreation Leader II or above.

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

sd 11/2/04

E.O.E. M/F/H/V